

RESEARCH PMO BROWN BAG LUNCH

Digging for Gold:
Unearthing Project Requirements

6/25/24

PRESENTED BY:

Research PMO

Housekeeping

What to keep in mind for today's webinar:

- We encourage everyone to turn their camera on to increase engagement
- Everyone is muted, if you have a question or comment, please:
 - Type your question in the Chat Box
 - Ask a question using the Raise Hand function
 - If un-muted, please state your name and title/department
- Slides/webinar materials will be shared post-session
- The Research PMO values your opinions & feedback:
 - Please complete our post-session survey



Introductions – Research PMO



**Kathleen
Geer**

**Sr. Business
Analyst
Research PMO**



**Arif
Miah**

**Project Business
Analyst
Research PMO**

Research PMO OVERVIEW

Our Mission

"In support of Research Administration, we will plan and execute small, medium, and large projects, programs, or process improvement initiatives. Our management approach will assess your goals and objectives and develop a plan that best suits your needs."

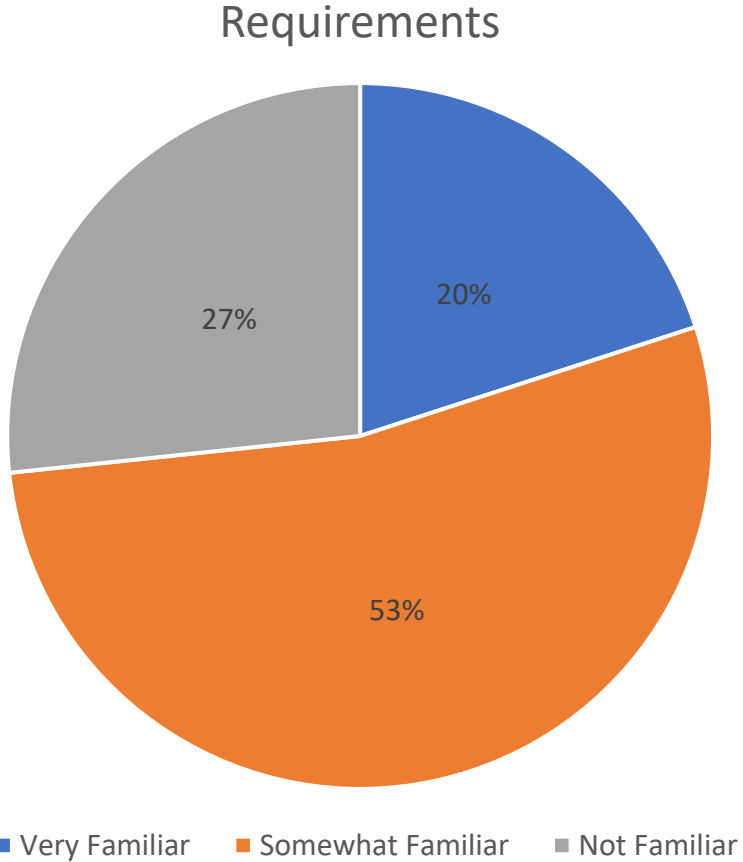
Services Provided:

- Advisory, Audit, and Governance solutions
- Project Mgmt. and Business Analyst Resources
- Process Improvement
- Project Management Education
- Project Management Tools and Templates

Agenda

- ✓ **Requirements Overview**
- ✓ **Types of Requirements**
- ✓ **Requirements Gathering Methods**
- ✓ **Requirements in the Research Setting**
- ✓ **Managing Requirements**

How Familiar are you with Requirements?



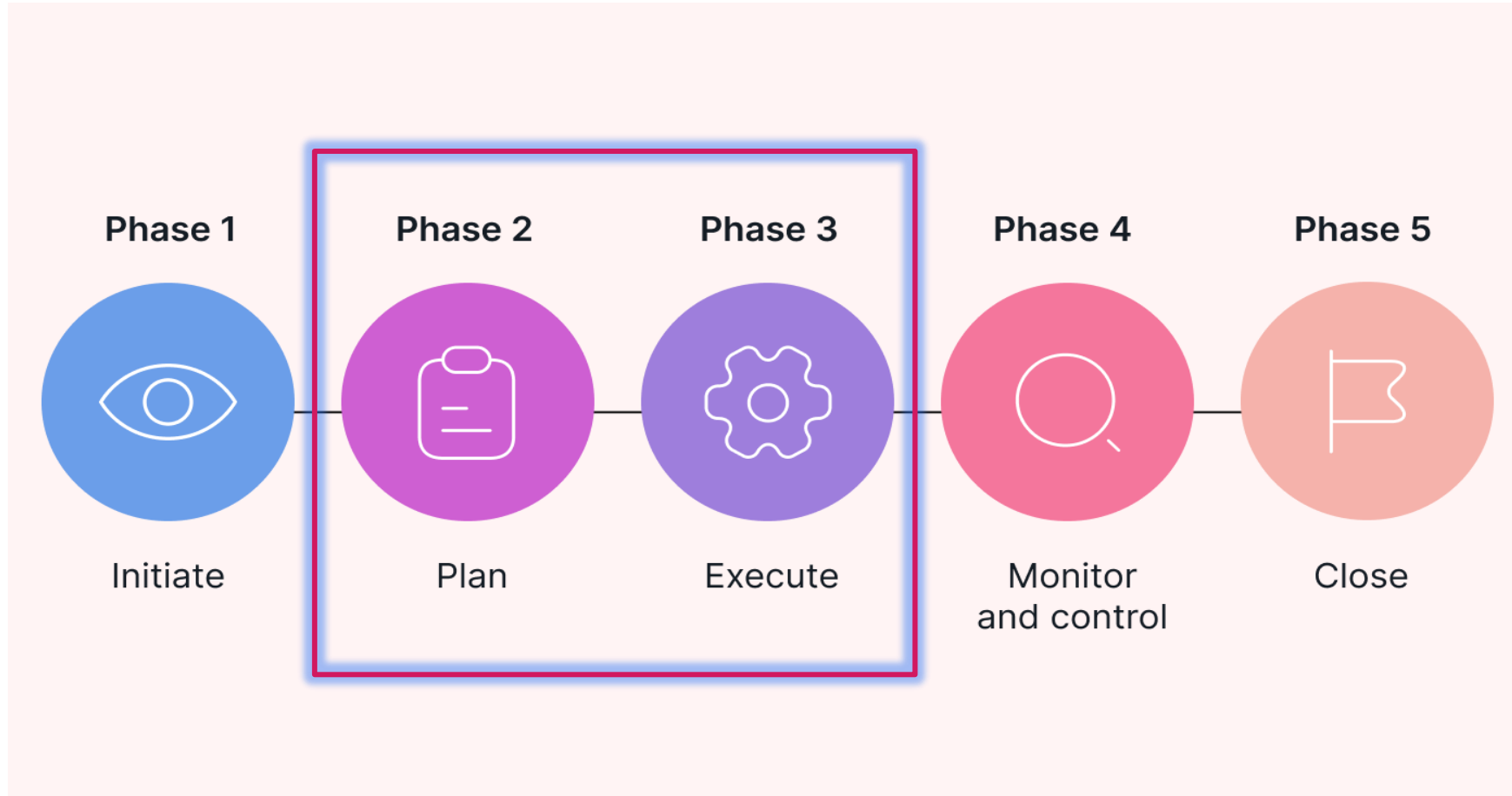
What does “Requirements” mean to you?

What are Requirements?

Definition:

- *What* needs to be done, *When* it needs to be done, and *How* it will be done for a project
- Provides a clear picture of the end goal of project:
What needs to be *delivered* and *achieved* for the project

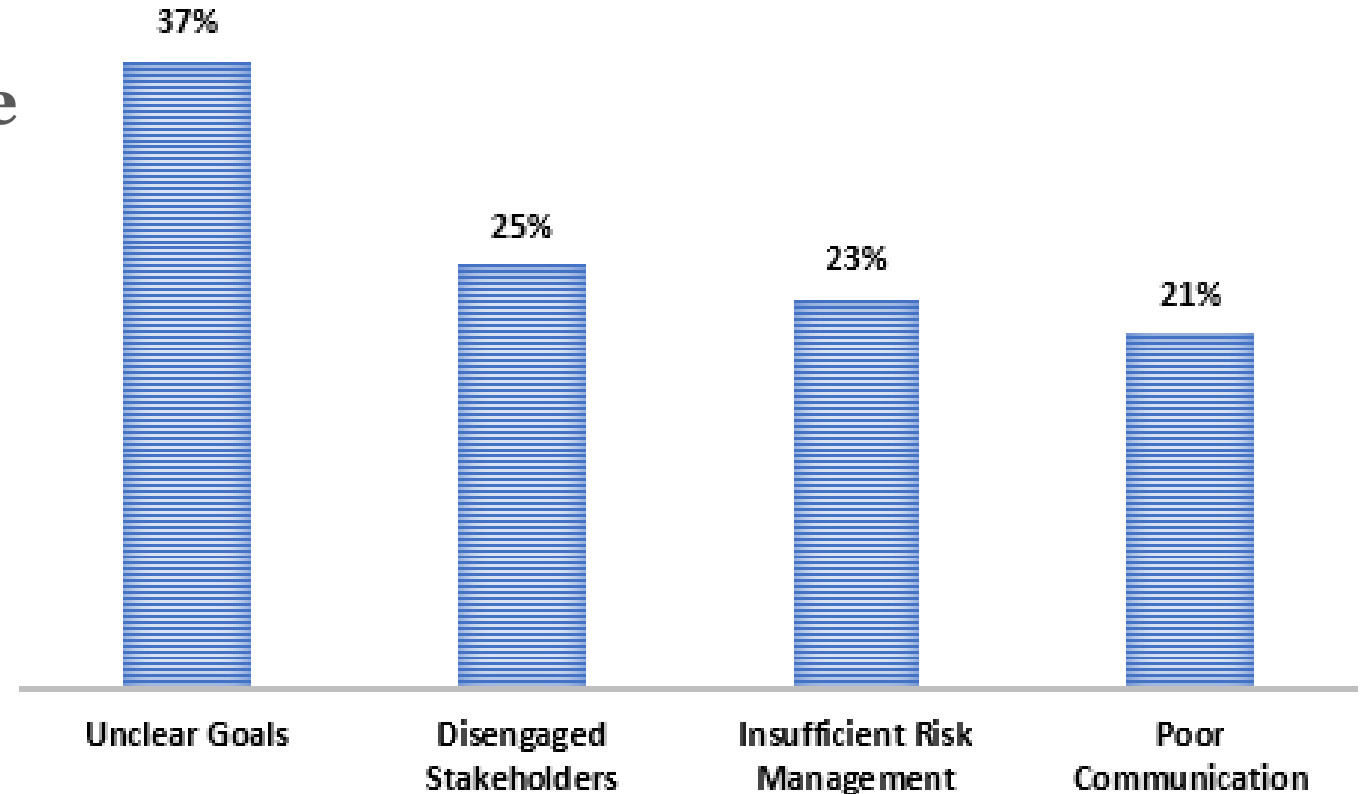
When are Requirements Developed?



Knowledge Check

Why Do We Need Requirements?

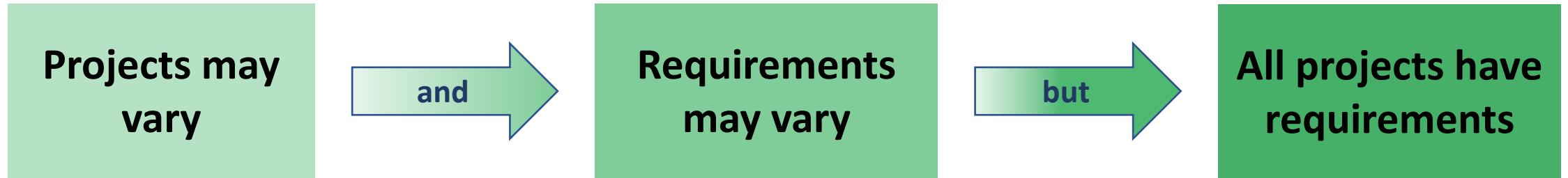
***70% of organizations have experienced at least one project failure in the past 12 months due to:**



Such failures can be avoided with proper requirements gathering!

** Klynveld Peat Marwick Goerdeler (KPMG)*

Do we always need Requirements?



- ☑ Type
- ☑ Deliverables
- ☑ Scope
- ☑ Complexity

Why Do We Need Requirements?

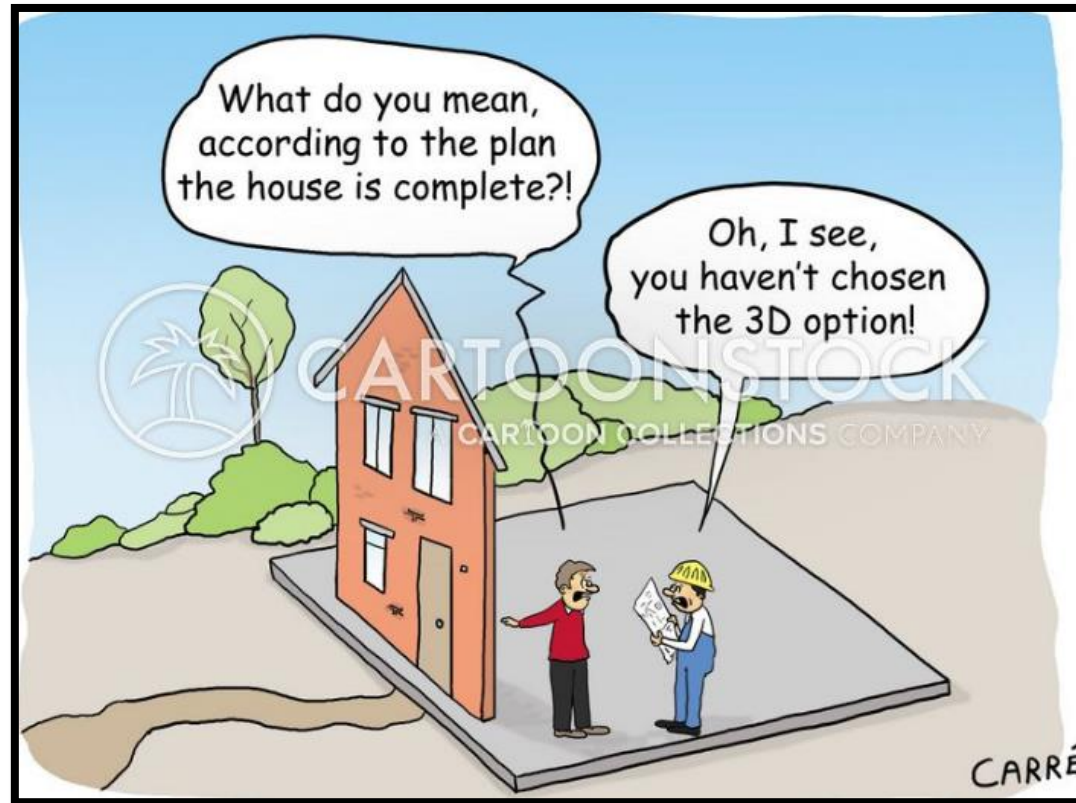
Requirements are an integral component of any project

They are key in ensuring a project has:

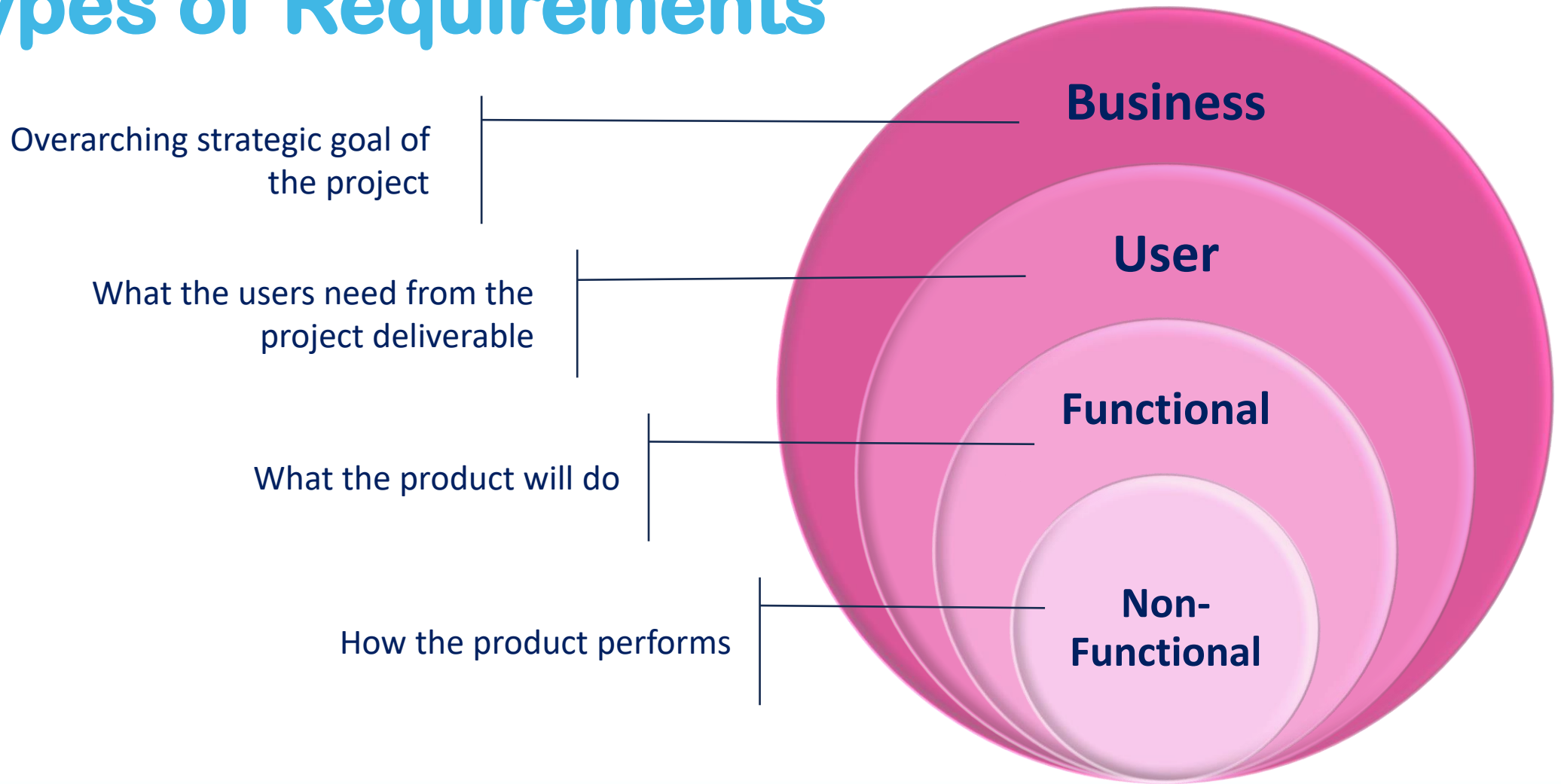
- ✓ Clear Direction
- ✓ Quality Control
- ✓ Proper Planning
- ✓ Alignment of Team

Why Do We Need Requirements?

Project: Build a House



Types of Requirements



Examples of Research Requirements

Business	<i>A system to track in-progress, completed, and upcoming Grants</i>
User	<i>After logging in PI's will only be able to view grants that they have been awarded</i>
Functional	<i>The ability to drill into the grant details</i>
Non-Functional	<i>Grant details appear in popup in one page</i>

Knowledge Check

Requirements Gathering Methods

- Brainstorming Session
- Interviews
- Surveys and Questionnaires
- Use Cases and User Stories
- Document Analysis
- Prototyping and Process Mapping

Different Projects = Different Methods

Using varied approaches may be needed to obtain comprehensive information

- Nature of the project
- Number of Project Owners
- Complexity of the Project

Requirement Gathering Session

- **Requirements Gathering Session -**
A meeting with Project Owners and SMEs to determine all the requirements of a project
- **Requirements Gathering Sessions are needed -**
 - Determine requirements for new project
 - Enhancements to a new or existing project
 - Changes or modifications to a current project requirements
 - Review and confirm requirements of a project

How do I Conduct a Requirements Gathering Session?



Requirements in Research

If we re-visit our definition of Requirements

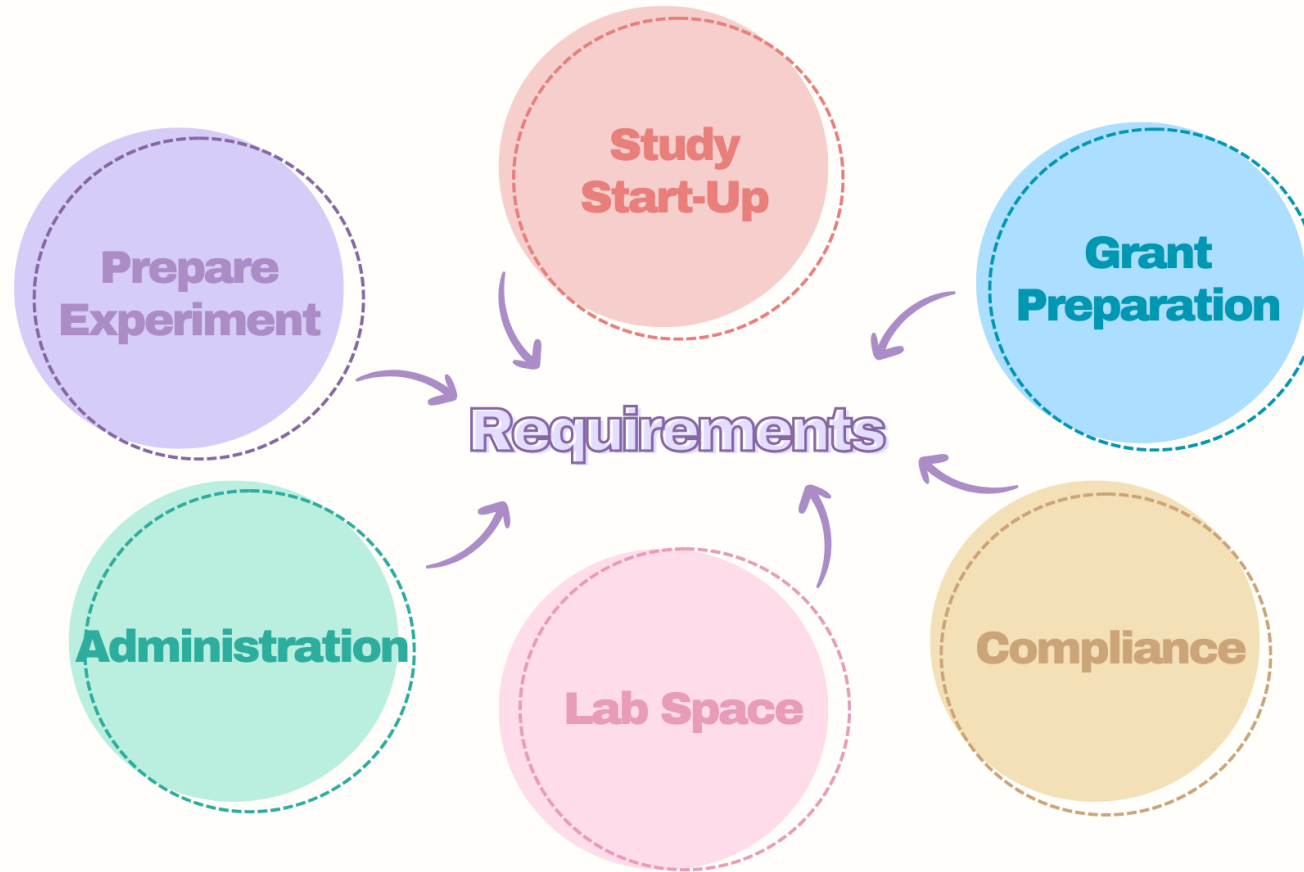


“What needs to be done, when it needs to be done, and how it will be done for ~~a project~~ **the Research**”

“Provides a clear picture of the end goal of project ~~what is~~ **needed to arrive at the Research Conclusion**”

“What needs to be delivered and achieved for the project **Research**”

Requirements in Research



Gathering Requirements in Research

- The choice of requirements gathering methods will depend on the *nature of the research* and the *research question*
- As the Research project is planned, *different methods may be employed at different stages*

It is likely that you are already gathering Requirements!

Applying Requirements Gathering in Research



Review Documentation

Review past material on research topic to identify methods that have been successful in previous studies



Document Analysis
Interviews



Define Research Question

Identify the appropriate research method and data collection needed



Brainstorming Session
Interviews



Methodology

Determine the approach appropriate for the research project



Use Cases
User Stories



Feasibility

Whether research method has expertise, resources, time, and space



Prototyping
Process Mapping



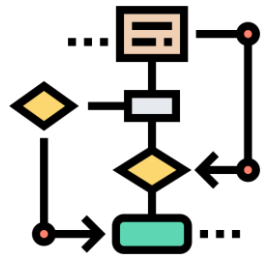
Knowledge Check

Requirements Documents

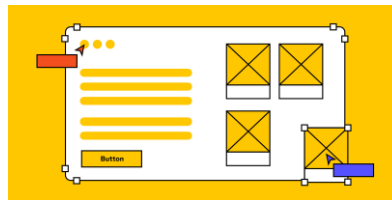
Commonly used requirements documents



Business Requirements Document (BRD)



Process Map



Prototype

Managing Requirements

- **Review and Update** –
Ensure they are accurate and relevant
- **Organization and Accessibility** –
Centralized place where all project members can access requirements
- **Communication** –
Communicate to project team about requested changes

Tracking and Versioning

Keeping track of changes made to the document.

Prevents confusion and ensures the latest version has the most current information

Able to track when decisions and approvals were made based on discussion of requirements



Wrap-Up

Key Takeaways

- **Understanding Requirements** – Can come in different forms with their own unique feature. Detailed requirements provide clear definition of project to reduce project failure
- **Gathering and Documenting Requirements** – Various different methods to gather requirements. Depending on your project some methods will work better than other.
- **Managing and Tracking Requirements** – Helps ensure that requirements are addressing project needs as well as making sure they are up to date with most relevant information



How some executives think requirements are developed.

FINAL QUESTIONS?

Don't Forget to Complete your Survey

Reference #

Additional resources

- **Take a class at CHOP**
 - Project Management
 - Applying Improvement Methods (AIM)
 - Leading Improvement Course (LIC)
 - MS Office
 - DISC I & II with your team
 - CLI: Presenting with Impact: Presentations Skills Workshop
 - Virtual Meeting Technology Coaching Session
- **Continuous Improvement Class** – CHQA Team (recommendation from PMO)
 - [Improvement Education Program](#)
- **Data Literacy Team**
 - [Information](#)
 - [Workshop and Microsession Flyers](#)
 - Open Office Hours: Every Friday from 10:00am-11:00am

REFERENCES



Reference list

1. **Source Slide 5:** <https://www.psi-software.com/2017/12/15/importance-project-requirements/>
2. **Source Slide 10:** <https://www.usemotion.com/blog/project-life-cycle>
3. **Source Slide 12:** [https://www.linkedin.com/pulse/hidden-cost-project-failure-70-organizations-suffer-siddique-acmp-9xkyc#:~:text=The%20findings%20revealed%20that%20a,and%20poor%20communication%20\(21%25\)](https://www.linkedin.com/pulse/hidden-cost-project-failure-70-organizations-suffer-siddique-acmp-9xkyc#:~:text=The%20findings%20revealed%20that%20a,and%20poor%20communication%20(21%25))
4. **Source Slide 15:** <https://www.cartoonstock.com/cartoon?searchID=CS176512>
5. **Source Slide 30:** <https://lennartwittkuhn.com/version-control-course-uhh-ws23/>
6. **Source Slide 31:** <https://www.linkedin.com/pulse/enterprise-project-management-dealing-customers-siva-kumar>

